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12 December 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #49 #58
6 December through 12 December 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Management Training

(1) Basic Management #30 began on Monday, 10 December. Precourse registration was at the maximum of 20; however, illnesses and emergency cancellations brought the total attendance by the third day to 13.

(2) On Tuesday, 11 December, Miss [redacted] conducted a three-hour presentation on the general subject "Principles of Supervision" for the Industrial Contract Audit Branch of the Finance Division. This was given as part of a two-week special course originated and designed for that branch by their own staff. Comments from the branch chief and students indicate that the presentation was well received.

(3) Basic Supervision #25 was completed on 7 December with 17 members in attendance.

b. OTR Orientation Officer

(1) On 4 and 5 December the Dependents' Briefing was conducted for seven people.

(2) The CIA Introduction was held for 16 people on Monday, 10 December.

c. Intelligence Orientation

25 YEAR RE-REVIEW

(1) Intelligence Orientation #4 ended on Friday, 7 December. Seventy-one people completed the course and student comments were again favorable.

(2) Messrs. [redacted] met on 5 December to discuss future responsibility for the Intelligence Products Exhibit. Mr. [redacted] accepted the assignment to understudy Mr. [redacted] with a view toward assuming complete responsibility for the Exhibit beginning in March or April 1957.

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d. Administrative Training

(1) Miss [] spent 1½ days at [] lecturing at Operations Familiarization and discussing plans for proposed changes in finance coverage for this course.

(2) Mr. [] had a meeting with Messrs. [] on tentative schedules for the proposed special finance training. Upon their recommendation, Mr. [] had a meeting with Mr. [], SSA/O/DD/S, who is contacting the Budget and Fiscal offices of the various area divisions and the Acting Chairman of the Clandestine Services Training Committee on their desired coverage of finance.

(3) Mr. [] Training Officer for Logistics, requested by telephone special training in dispatch and cable writing for approximately 35 secretary-stenos. This training is being tentatively planned for some time in January. Mr. [] will submit this request to OTR in writing.

e. Instructional Techniques

Mr. [] is presenting an Instructional Techniques course to 5 foreign nationals 10-14 December.

f. Reading Improvement

(1) Miss [] attended the 6th Annual Meeting of the Southwest Reading Conference at Texas Christian University on 7 and 8 December. Approximately 100 reading specialists from government, industry and universities attended the conference.

(2) Reading Improvement #32 began on Monday, 10 December, with 20 students enrolled from the following Agency components: DD/I, 4; DD/S, 4; and DD/P, 12.

(3) Final interviews with students who completed Reading Improvement #31 are being conducted this week.

g. Clerical Training

(1) During the week of 3 December there were 52 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 3 December were as follows: Of 4 people tested in shorthand, 2 qualified; of 10 people tested in typewriting, 5 qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 4 December were as follows: Of 3 people tested in shorthand, none qualified; of 5 people tested in typewriting, 1 qualified.

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(4) Mrs. [] attended the business education sections of the American Vocational Association in St. Louis from 3 December through 6 December.

h. Intelligence Training

Nothing to report.

i. Visual Aids Staff

The weekly activities report of VAS is attached.

3. PERSONNEL NOTES

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a. Mr. [] is attending Basic Management

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b. Mrs. [], who has been on sick leave, returned to work on 10 December.

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c. Miss [] is attending the final two weeks of Intelligence Orientation.

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Acting Chief, Intelligence School